Payroll Processes

QUICK REFERENCE GUIDE

Local Tax Refund – Resident Tax

Employee resident tax selection made incorrectly

1. Using transaction PA30, the **Agency HR Administrator** will enter the employee personnel number and select the Payroll Tab.

2. Select infotype 0207, Resident Tax Area. Click the "Overview" icon.

▼ **Decision:** The employee never should have had the tax authority entry.

3. Select the record for the Tax Authority that should not have been entered and select the delete icon twice to delete the entry.

4. Select the "Create" icon.

5. Date the new record with the original start date of the record that was just deleted and select the correct Resident Tax authority.

6. Select the "Save" icon.

▼ **Decision:** A tax change was not done correctly.

3. Select the record for the Tax Authority to be corrected and click the "Change" icon.

4. Select the correct Resident Tax authority from the pop up list that appears. Then change the **"START"** date to reflect the first day of the pay period the record should have been started.

5. Select the "Save" icon.

Note: When the next payroll is processed the tax correction will refund (current year only) the amount of any overpayment. KHRIS does not retroactively collect and pay local taxes. Employees must remit any missed tax directly to the local tax authority. The tax paid by the employee to the authority will not be reflected in KHRIS as it was not remitted through payroll. The tax authority should provide documentation of the tax paid. If the tax authority will not accept the tax directly from the employee, please submit a Business Request for assistance.